

CHAPTER 6  
CERTIFIED GENERAL REAL PROPERTY APPRAISER

[Prior to 2/20/02, see rule 193F—3.3(543D) and 193F—Chapter 4]

**193F—6.1(543D) Examination.** Examination application requirements to obtain certification as a certified general real property appraiser shall be in compliance with the criteria as set forth by the Appraiser Qualifications Board of the Appraisal Foundation as follows:

**6.1(1)** In order to qualify to sit for the certified general real property appraiser examination, the applicant must satisfy the following educational requirements:

*a.* Completion of 180 classroom hours of courses, which may include the 120 classroom hours required for the certified residential real property appraiser classification, in subjects related to real estate appraisal as listed below with particular emphasis on the appraisal of nonresidential properties. Each course credited toward the required number of qualifying education hours should represent a progression through which the appraiser's knowledge increases.

- (1) Influences on real estate value;
- (2) Legal considerations in appraisal;
- (3) Types of value;
- (4) Economic principles;
- (5) Real estate markets and analysis;
- (6) Valuation process;
- (7) Property description;
- (8) Highest and best use analysis;
- (9) Appraisal math and statistics;
- (10) Sales comparison approach;
- (11) Site value;
- (12) Cost approach;
- (13) Income approach;
  1. Estimation of income and expenses;
  2. Operating statement ratios;
  3. Cash flow estimates;
  4. Measures of cash flow;
  5. Discounted cash flow analysis;
- (14) Valuation of partial interests;
- (15) Appraisal standards and ethics;
- (16) Narrative report writing.

*b.* Effective January 1, 2004, 15 of the 180 hours must include the successful completion of the National USPAP Course or its equivalent. Equivalency shall be determined through the AQB Course Approval Program or by an alternate method established by the AQB.

*c.* Credit shall be awarded only when the USPAP class is instructed by an AQB-certified instructor(s) and the class is instructed by at least one residential or general state-certified appraiser.

*d.* Credit toward the classroom hour requirements may be granted only when the length of the educational offering is at least 15 hours and the individual successfully completes an examination pertinent to that offering.

*e.* Credit for the classroom hour requirement may be obtained from the following:

- (1) Colleges or universities;
- (2) Community colleges or junior colleges;
- (3) Real estate appraisal or real estate related organizations;
- (4) State or federal agencies or commissions;
- (5) Proprietary schools;
- (6) Other providers approved by the board.

- f.* A classroom hour is defined as 50 minutes out of each 60-minute segment.
- g.* For coursework completed at a college, university, community college or junior college, each semester hour shall equal 15 classroom hours of credit, and each quarter hour shall equal 10 classroom hours of credit.
- h.* Only one-half of the qualifying education may be over five years old. If the coursework is over five years old from the date of application, the applicant may be required to provide a brief description of the course as well as documentation of completion.
- i.* The applicant shall provide copies of completion certificates for all courses claimed to qualify for the examination.

**6.1(2)** The board may verify, on a test basis, educational credits claimed. Undocumented credits will be sufficient cause to invalidate any grade otherwise earned pursuant to 193F—paragraph 3.2(2) “c.”

**6.1(3)** Responsibility for documenting the educational credit claimed rests with the applicant.

**193F—6.2(543D) Experience requirement for certified general real property appraiser.**

**6.2(1)** The applicant for the certified general real property appraiser certificate shall accumulate a total of 3000 hours of appraisal experience of which at least 50 percent (1500 hours) shall be in nonresidential appraisal work. A minimum of 30 months is required to obtain the experience. Appraisal experience claimed must have been performed in compliance with USPAP.

**6.2(2)** Acceptable appraisal experience includes, but is not limited to, the following:

- a.* Fee and staff appraisal;
- b.* Ad valorem tax appraisal;
- c.* Technical review appraisal;
- d.* Appraisal analysis;
- e.* Real estate consulting;
- f.* Highest and best use analysis;
- g.* Feasibility analysis/study.

**6.2(3)** The verification for experience credit claimed by an applicant should include:

- a.* Type of property;
- b.* Date of report;
- c.* Address of appraised property;
- d.* Description of work performed;
- e.* Number of work hours.

**6.2(4)** The listings set out in 193F—subrules 5.2(2) and 6.2(2) are intended neither to exclude other sorts of appraisal experience nor to prescribe a specified minimum array of experience, but an applicant who cannot demonstrate a background of experience of the diversity manifested by this listing shall bear the burden of showing that the applicant’s experience is of sufficient quality and diversity to fulfill the objective of the demonstration of experience.

**6.2(5)** The board may deny an application based on disciplinary action taken against an associate appraiser.

**193F—6.3(543D) Evidence of applicant's experience.**

**6.3(1)** The verification of experience credit claimed by an applicant shall be on forms prescribed by the board and shall be supported by a log as described in 193F—subrule 4.2(3) from which one or more appraisals may be selected for review by a reviewer approved by the board. The appraisal log requires the signature of a supervising appraiser when the applicant is applying for an upgrade from certified residential real property appraiser to certified general real property appraiser.

**6.3(2)** An applicant may be required to appear before the board or its representative to supplement or verify evidence of experience, in the form of written reports or file memoranda.

These rules are intended to implement Iowa Code sections 543D.7, 543D.8, 543D.9, 543D.12, 543D.16 and 272C.

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